



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PHOTOGRAPHIC ASSISTANT	25	E	7.840

DEFINITION OF THE CLASS:

Under general supervision, maintains the darkroom and finishing room; inventories supplies; repairs and services equipment; instructs students in the use of darkroom equipment; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Maintains darkroom and finishing room by cleaning work areas; cleaning and servicing enlargers, washers, color processors, mat cutters, and trays; storing and preparing chemicals; mixing chemicals for both manual and automated photographic processes; and maintaining temperature standards, in order to ensure that conditions are adequate to create high quality prints.

Provides instruction to students regarding the operation and care of darkroom equipment and facilities and camera operation. Assists students with photo and developing techniques.

Inventories supplies by checking quantities of film, paper and chemicals; predicting future usage; and determining need to reorder, in order to ensure adequate amounts of material are available.

Prepares and services equipment by following standard maintenance procedures of manufacturers; makes recommendations on the purchase and repair of equipment; oiling, adjusting, cleaning and tightening; ordering replacement parts; and sending out for repairs when necessary, in order to ensure equipment is in good working order.

Maintains inventory of pictures and negatives for Public Relations events and future reference; mounts; spots and retouches negatives, transparencies, and prints; identifying; and cataloging and storing, in order to facilitate retrieval through cross referencing.

With some supervision, produces black and white prints from all types and sizes of negatives; performs custom black and white printing tasks as needed; produces copy negatives and/or slides from flat copy (both black and white and color) transparencies and three dimensional objects.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Ability to maintain inventory of photographic equipment and supplies. Ability to make and manipulate color slides. Ability to make copy negatives from existing prints.

Skill in using large format copy cameras, enlarging equipment, copy equipment and slide copying equipment.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of photographic materials and equipment. Knowledge of basic maintenance of photographic equipment. Knowledge of black and white film and print processing and developing.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

Ability to follow standard maintenance procedures to prepare and service equipment. Ability to comply with health and safety standards regarding the handling of hazardous chemicals and disposal of waste. Ability to work independently.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited two year college or technical school with major coursework in Photography; OR

II

Graduation from high school or equivalent (G.E.D.) and one year of full-time experience which involved the maintenance and operation of a darkroom and finishing room including the repair and servicing of equipment and inventory of supplies; OR

III

An equivalent combination of education and experience in which the candidate has demonstrated possession of the entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>7.840</u>
	7/1/69
REVISED:	11/16/72
REVISED:	7/1/89P
	8/19/88PC
REVISED:	7/1/95P
	9/16/94PC